

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

Conference/Event Planner

Job Announcement: #16-11

Position Type: Full-time Permanent

Location: Circuit Executive's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 26 (\$47,229 - \$76,749)
Depending on qualifications and experience
Promotion potential to a CL 27 without further competition

Closing Date: Open Until Filled

Organization: The Office of the Circuit Executive is currently seeking qualified applicants for the position of Conference/Event Planner. The Office of the Circuit Executive provides policy development, administrative, technical and staff support to the U.S. Court of Appeals for the First Circuit and the district courts and bankruptcy courts within the First Circuit, which include Maine, Massachusetts, New Hampshire, Rhode Island and Puerto Rico.

Duties and Responsibilities: The Conference/Event Planner will be responsible for the planning and implementation of circuit conferences, events, workshops and meetings. The Conference/Event Planner will participate in the selection of sites for various events; negotiate contracts and maintain records, including financial records; prepare invitations and maintain registration websites; oversee the collection of registration funds from all participants; prepare payments, refunds and reimbursements; coordinate with outside vendors and manage contract implementation; coordinate services for events, including menu planning and meal guarantees, room block management, setup of event rooms including any audio visual equipment; and manage speaker needs and logistics. The Conference/Event Planner will manage the development and delivery of agendas, brochure materials and reports. During conferences and/or events, the Conference/Event Planner will supervise and maintain the registration desk, providing relevant information to participants. Lifting of boxes and moving of light equipment is required. Frequent travel to locations within the First Circuit is also required.

Qualifications:

- A minimum of two years of progressively responsible general clerical or administrative experience and at least one to two years of specialized experience in conference and/or event planning which demonstrates the particular knowledge, skills and abilities to perform the duties of the position.
- Administrative ability to analyze problems, assess the practical implications of alternate solutions and resolve problems in a timely manner.

- Skill in project management and proficiency in meeting established deadlines on multiple work assignments and commitments is essential.
- Strong oral and written communication, organizational and analytical skills and the ability to use tact and diplomacy when interacting with judges, attorneys, contractors, vendors and court personnel is critical.
- Experience working with hotels and other vendors.
- Proficiency in a wide-range of computer applications, e.g., MS Windows, MS Word, MS Excel, MS PowerPoint, Adobe or closely related programs.
- Experience in conference management software, such as Yes Events is a plus.
- Ability to lift boxes when preparing and unpacking for meetings, conferences and events.
- Certified Meeting Professional (CMP) and/or Certified Government Meeting Professional (CGMP) is desired.
- A bachelor's degree is preferred.

Benefits: Federal benefits include paid vacation and sick leave, health benefits, life insurance and flexible benefits program, long-term care, retirement benefits and a tax-deferred savings plan.

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: Submit a cover letter of interest, resume and a completed Application for Federal Judicial Branch Employment (AO - 078) available at the Court's website <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf> to:

Joanne M. Cull, Human Resources Administrator
Office of the Circuit Executive
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 3700
Boston, MA 02210

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Office of the Circuit Executive employees are "at will" employees and serve at the pleasure of the Court. The Office of the Circuit Executive will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Circuit Executive may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER